

POSITION DESCRIPTION

Shipping Clerk

The U.S. Mission in Kuwait is seeking an eligible and qualified applicant for the position of Shipping Clerk.

BASIC FUNCTION OF THE POSITION:

The job holder maintains the documents and files required to support the work of the Shipping Office. Assists the Shipping Assistant and works in close coordination with the other shipping clerk. Handles and coordinates all new incoming POV and GOV shipments after customs clearance and before offloading, prepares condition reports and take pictures, receives incoming POVs in the presence of the POV's owner.

DUTIES INCLUDE:

- Coordinate pre-survey for out-going shipments and packing jobs carried out by shipping companies under International Government Bill Lading (ITGL) and Direct Procurement Services (DPS).
- Coordinates delivery of incoming Unaccompanied Air Baggage (UAB) and Household Effects (HHE) shipments by the clearing agents at the delivery locations.
- Tracks incoming UAB, HHE, POV shipments under ITGL and DPS method by corresponding with American carriers, State Department and Embassies.
- Clears air shipments addressed to the U.S. Embassy to include preparing documentation, paying airport fees, coordinating with vendors to clear/deliver larger shipments, and personally clearing/picking up smaller shipments.
- Registration and safety inspection of official vehicles and POVs; follows up with DMV for the issuance of drivers' license, regular/diplomatic plates; transfers ownership of vehicles.
- Maintains contacts with customs officials, shipping company representatives and airport officials.